



Volunteer Staff Position Description

Position Title: **Camp Store Manager**

Responsible To: Office Manager

Qualifications:

- Knowledge and experience in retail management and purchasing
- Good organizational skills
- Ability to supervise the work of others
- Ability to communicate with and work alongside other leaders
- Highly motivated
- Camp experience preferred
- Ability to remain calm in spite of enormous pressure
- Supportive of the camp mission

General Responsibility: Primarily responsible for the management of the Heartland SEP Camp Store.

Specific Responsibilities:

- Work with Activities Coordinator to schedule camp store hours
- Work with Office Manager to plan and purchase inventory for store prior to camp session
- Determine appropriate pricing for Camp Store products
- Work with Office Manager to coordinate collection and recording of cash deposits during camper check-in
- Work with Office Manager to schedule camp store staff shifts
- Maintain Camp Store financial and inventory records
- Maintain camper and staff purchase records
- Appropriately inventory Camp Store-related supplies and make purchases of necessary items
- Properly maintain and monitor camp store equipment and plan for storage during the year
- Maintain a clean, organized and safe Camp Store environment
- Provide training and instruction for Camp Store staff
- Evaluate each Camp Store staff member at end of session
- Respond in a timely manner to requests from the office
- Maintain a positive, upbeat and professional atmosphere
- Serve as a role model of spiritual and emotional maturity for campers and staff; endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Provide input to Core Planning Team regarding camp store policy and decisions
- Assist camp leadership in other duties as called upon